

Sun City Texas Community Association

Policy and Procedures – Reservation and Rental of Facilities

Approved February 7, 2008

Purpose. The purpose of this policy is to prescribe the policies and procedures for reservation and rental of Community Association (CA) facilities.

General.

The Community Association Staff serves as gatekeepers to CA facilities and is responsible for making all decisions related to reservation and rental of CA facilities. Any questions as to meaning of any part of this policy to include appendices should be referred to the CA staff.

The following facilities are available for reservation and rental:

- Ballroom (in part or whole)
- Social Center Conference Room
- Village Center Patio
- Pavilion
- Outdoor swimming pool (after closing hours only, and by Charter Clubs, Special Interest Groups, CA members and residents only)
- Activity Center Meeting/Conference Rooms
- Activity Center Atrium
- The Oaks (Formerly Known As Legacy Grill)
- Bocce / Hawks patio area

Some CA facilities may have reservation procedures administrated by the Chartered Club associated with their use and maintenance and are not available for rent or non-resident use.

Facility Scheduling

In order to accommodate the number of residents and groups who utilize CA facilities, it is necessary to properly schedule these activities. The room and other schedules are established and maintained by the CA management as part of the delegated administrative responsibilities of the Association's Executive Director. In establishing schedules, the Association staff shall prioritize requests for facility reservations based on the following hierarchy.

1. Association's Board of Directors and Governance Committees - Any meeting of the Association's Board of Directors, as well as all delegated committees (standing or ad-hoc) of the Board, have priority over all other meetings.

2. Chartered Club and sanctioned Neighborhood Meetings - All regularly scheduled meetings or sanctioned programs of Chartered Clubs will be coordinated through the

Association's staff. Any change from the regular schedule must be pre-approved by the Association staff before it may be changed and rescheduled. CA Management will accept annual event requests beginning June 1 for the following calendar year. These requests will be evaluated and booked during the month of July, with confirmations being distributed to all groups by August 1. Date and room conflicts will be handled on an individual basis with assistance, if necessary, from the Executive Director.

3. Association staff will schedule Community Association Special Events: special events, classes, and meetings sponsored by the Association.

4. Any Non-Charter Clubs or organized groups may request the use of CA Facilities provided the activity is in part made up of Sun City Texas residents. The request is subject to approval by the Executive Director. These events will be scheduled by staff upon approval of a reservation contract, which establishes the appropriate charges for the use of facilities.

5. Private Events - Residents and non-residents may reserve select facilities for a private event, after signing a reservation contract and upon Association staff's approval. Private functions may be prohibited if, in the judgment of the Executive Director, these events would detract from the enjoyment of facilities by the general membership.

6. Unscheduled Activities - Unscheduled resident activities are permitted in the Association's facilities provided the requested facility is not already reserved.

The CA Staff will evaluate the following factors in the event of multiple requests for the same facility during the same time:

- Date and time request made
- Individual or organization making request
- Size of the group
- Meeting time
- Length and frequency of meetings
- Club or organization's regularly scheduled meetings
- Potential revenue.

The CA staff has the authority to reassign facilities in order to meet the objectives of this policy; however, once a Reservation Contract has been signed and approved, facilities will not be reassigned without the agreement of the reserving parties.

General Rules and Fees.

The following rules and fees pertain to all reservation and rental of CA facilities.

- 1) CA facilities may be reserved for private events (exclusive use) upon completion and signing of a Reservation Contract and approval by the Executive Director or his staff designee.
- 2) Reservations may be made up to two (2) years in advance for special events (weddings, receptions) at staffs' discretion. All other events may be scheduled up to one year in advance.

- 3) Reservations must be made for a minimum of two (2) hours.
- 4) All renting parties must pay a \$200 (refundable) security deposit at time of completion of a Reservation Contract. The security deposit, or the balance of the deposit in event of extra charges, will be refunded within 10 working days after the event(s).
- 5) Rental parties must pay one-half of the rental fees no less than six (6) months prior to the event, and the balance of the rental fees on or before 90 days prior to the event.
- 6) Refund in event of cancellation:
 - a) All rental fees and deposits will be refunded for events cancelled 90 days or more prior to the event.
 - b) 50% of the total rental fees will be refunded for those events that are cancelled between 30-90 days prior to the event.
 - c) Only the security deposit will be refunded for events canceled less than 30 days prior to the event.
- 7) Rental parties will receive a copy of the applicable CA Rental Agreement, CA Reservation and Rental Policy, CA Rules and Regulations, and CA Catering Policy.
- 8) The CA will charge a \$1.00 administrative fee per ticket if the CA is to sell tickets for an event.
- 9) Selling goods or services without prior approval by the CA is prohibited. Sale of alcoholic beverages is strictly prohibited, unless authorized by the Texas Alcohol and Beverage Commission.
- 10) Organizations or individuals may not sublease any CA facilities at any time without written CA authorization.
- 11) Methods of displaying decorations must be approved by the CA prior to being used. Tacks, tape, nails or other means that may permanently damage the CA facility may not be used.
- 12) The CA staff is responsible for coordinating the setting-up and taking-down of all tables and chairs for functions paying room rental fees.
- 13) Catering or banquet services must be provided by the Board approved, preferred caterers in accordance with the CA contracts. Non-resident users are required to use the Board approved, preferred caterers for all catering needs in all facilities. Resident users are permitted to hold potlucks at the Pavilion, Bocce/Hawks patio area and The Oaks Patio and Dining Room.
- 14) Individuals or organizations (lessee) that reserve facilities are responsible for the actions and any damages by their invited guests. Intoxication is strictly prohibited.
- 15) Rental parties are responsible for leaving the facility in the state in which it was provided. Additional fees may be charged if additional cleaning is required.
- 16) Improper conduct toward or abuse of Members, Residents, Guests, CA employees or catering staff will not be tolerated. The CA Board may choose to discipline the individual or organization the abusive individual represents to include suspension of membership privileges.
- 17) Residents may bring light snacks into the CA buildings. Partial or complete meals are not permitted, unless event is held at the Legacy Hills Park Pavilion, the Patio immediately outside the Ballroom, the Bocce/Hawks Patio or The Oaks. Potlucks or food never has nor will be permitted in the Veterans Plaza area. Residents bringing food into CA buildings are required to clean up and remove all trash from the facilities. Failure to comply will result in clean-up charges.
- 18) Hours of operation for all CA facilities will be set by the Board of Directors.
- 19) In instances where coffee machines are used, users shall provide coffee and all related supplies and must clean machine and surrounding area after use.

20) The Outdoor Swimming Pool is available only after closing hours. All activities will comply with Pool Regulations and approved, in advance by the Fitness Director.

Appendices:

- 1) CA Charter Clubs – Appendix A.
- 2) CA members and Sun City Texas residents – Appendix B.
- 3) Community service groups – Appendix C.
- 4) Non-residents of Sun City Texas – Appendix D.
- 5) Audio Visual Equipment rental fees- Appendix E.
- 6) CA Catering Guidelines – Appendix F.

Originated and Approved January 25, 2001

Amended and Approved January 07, 2003

Amended and Approved July 29, 2004

Amended and Approved December, 2005

Revised and Approved by the Board March 23, 2006

Revised and Approved by the Board November 16, 2006

Revised and Approved by the Board July 9, 2007

Revised and Approved by the Board through UA on February 7, 2008

Appendix A

Policy and Procedures – Reservation and Rental by CA Charter Clubs, Special Interest Groups and Neighborhoods

1. Purpose. This Appendix prescribes the specific rules and fees pertaining to reservation and rentals by CA Charter Clubs and Special Interest Groups (SIGs) of Charter Clubs as well as official Neighborhood events.
2. Specific Rules.
 - a. In accordance with the CA's Chartered Clubs Guidelines, sanctioned programs of Charter Clubs and SIGs will not be charged for use of CA facilities except as specified herein.
 - b. Charter Clubs and SIGs will be charged for the use of special equipment, special setup/cleanup costs and overtime labor associated with the event. A/V equipment is available for additional fees. (See attached A/V fee schedule).
 - c. Charter Clubs and SIGs renting facilities for events that generate revenue opportunities may be required to pay a recapture fee of \$200 for the setups and cleanups by the Community Association staff.
 - d. Any technical or dress rehearsals requiring additional room usage will be scheduled on a space available basis only and subject to being changed except during the two weeks prior to the event. Existing room setups will be utilized during rehearsals in order to minimize room transition times.

3. Fees.

- a. Standard Rental Fee Schedule (Room Charges Only).

<u>Facility</u>	<u>Capacity</u>	<u>Fee</u>
SC Six Flags Ballroom	600	No Charge
SC American Room	72	No Charge
SC French/Texas Room	64	No Charge
SC Spanish Room	400	No Charge
SC Patio	75	No Charge
SC Conference Room	10	No Charge
Pavilion	120 (200 w/o picnic tables)	No Charge
The Oaks	100	No Charge
Outdoor Swimming Pool		No Charge
AC Meeting Rooms	30	No Charge
AC Atrium	100	No Charge
AC Conference Room	10	No Charge
Bocce / Hawks patio area	28	No Charge

SC – Social Center AC – Activities Center

Appendix B
Policy and Procedures – Reservation and Rental by
CA Members and Sun City Residents

1. Purpose. This Appendix prescribes the specific rules and fees pertaining to reservation and rental by CA members and Residents of Sun City Texas.

2. Specific Rules.

- a) CA members and Sun City Texas residents have preferential treatment as follows:
 - 1. Receive a 50% discount off the standard rental fee on all rentals for private or “exclusive” functions.
 - 2. Receive a 75% discount off the standard rental fee on all rentals for functions open to all other CA members and Sun City Texas residents.
- b) CA members and Sun City Texas residents will be charged for the use of special equipment, special setup/cleanup costs and overtime labor associated with the event. A/V equipment is available at a reduced rate of 50%. (See attached A/V fee schedule).
- c) CA members and Sun City Texas residents renting facilities that generate revenue opportunities are required to pay a recapture fee of \$200 for the setups and cleanups by the Community Association staff.

3. Fees.

a. Standard Rental Fee Schedule (Room Charges Only).

Facility	Capacity	Fees	
		Exclusive	Open
SC Six Flags Ballroom	600	\$150/hr	\$75/hr
SC American Room	72	\$25/hr	\$12.50/hr
SC French/Texas Room	64	\$25/hr	\$12.50/hr
SC Spanish Room	400	\$100/hr	\$50/hr
SC Patio	75	\$25/hr	\$12.50/hr
SC Conference Room	10	\$7.50/hr	\$3.75/hr
Pavilion	120	\$37.50/hr	\$18.75/h
The Oaks	100	\$50/hr	\$25/hr
Outdoor Swimming Pool		\$25/hr	\$12.50/hr
AC Meeting Rooms	30	\$12.50/hr	\$6.25/hr
AC Atrium	100	\$25/hr	\$12.50/hr
AC Conference Room	10	\$7.50/hr	\$3.75/hr
Bocce / Hawks patio area	28	\$10.00/hr	\$5.00/hr

SC – Social Center AC – Activity Center

Appendix C
to Policy and Procedures – Reservation and Rental by
Community Service Groups and Community Association Employees

1. Purpose. This Appendix prescribes the rules and fees pertaining to reservation and rental by community service groups and Community Association employees.

2. Specific Rules and Fees

- a) Community service groups are defined as non-profit civic, charity, educational and political associations and religious groups. The decision to designate any organization, association or group as a community service group rests with the CA Executive Director or his designated agent(s).
- b) Non-profit community service groups and Community Association employees have preferential treatment as follows:
 - 1. Receive a 50% discount off the standard rental fee on all room rentals for private or “exclusive” functions.
 - 2. Receive a 75% discount off the standard rental fee on all rentals for functions open to all other CA members and Sun City Texas residents.
 - 3. Community service groups will be charged for the use of special equipment, special setup/cleanup costs and overtime labor associated with the event. A/V equipment is available for additional fees. (See attached A/V fee schedule).
- c) Community service groups and Community Association employees renting facilities that generate revenue opportunities are required to pay a recapture fee of \$200 for setup and cleanup.

3. Fees.

Standard Rental Fee Schedule (Room Charges Only).

Facility	Capacity	Fees	
		Exclusive	Open
SC Six Flags Ballroom	600	\$150/hr	\$75/hr
SC American Room	72	\$25/hr	\$12.50/hr
SC French/Texas Room	64	\$25/hr	\$12.50/hr
SC Spanish Room	400	\$100/hr	\$50/hr
SC Patio	75	\$25/hr	\$12.50/hr
SC Conference Room	10	\$7.50/hr	\$3.75/hr
Pavilion	120	\$37.50/hr	\$18.75/hr
The Oaks	100	\$50/hr	\$25/hr
AC Meeting Rooms	30	\$12.50/hr	\$6.25/hr
AC Atrium	100	\$25/hr	\$12.50/hr
AC Conference Room	10	\$7.50/hr	\$3.75/hr
Bocce / Hawks patio area	28	\$10.00/hr	\$5.00/hr

SC – Social Center AC – Activity Center

Appendix D
Policy and Procedures – Reservation and Rental by
Non-residents of Sun City Texas

1. Purpose. This Appendix prescribes the rules and fees pertaining to reservation and rental by non-residents of Sun City Texas (including reservations by the developer).

2. Specific Rules and Fees

- a. Non-residents of Sun City Texas will be charged for use of facilities at rates shown below.
- b. Non-residents of Sun City Texas also will be charged for the use of special equipment, special setup/cleanup costs and overtime labor associated with the event. A/V equipment is available for additional fees. (See attached A/V fee schedule).
- c. In event alcohol is being served, the rental parties are required to reimburse the CA for the cost of providing security guards.
- d. Non-residents or non-resident groups renting facilities that generate revenue opportunities are required to pay a recapture fee of \$200.

3. Fees.

a. Standard Rental Fee Schedule (Room Charges Only).

Facility	Capacity	Fee
SC Six Flags Ballroom	600	\$300/hr
SC American Room	72	\$50/hr
SC French/Texas Room	64	\$50/hr
SC Spanish Room	400	\$200/hr
SC Patio	75	\$50/hr
SC Conference Room	10	\$15/hr
Pavilion	120 (200 w/o picnic tables)	\$75/hr
The Oaks	100	\$100/hr
AC Meeting Rooms	30	\$25/hr
AC Atrium	100	\$50/hr
AC Conference Room	10	\$15/hr
Bocce / Hawks patio area	28	\$20/hr

SC – Social Center AC – Activity Center

Note: There will be a flat fee of \$3,000 for the reservation of the ballroom for weddings and receptions. The period of rental for these types of events will be all day.

Appendix E

A/V Equipment Rental Fee Schedule Where applicable all prices are subject to an 18% Service Charge and the current City and State Sales Tax

Banquet Rentals: Tables - \$4.00; Round Tables - \$6.00; Folding Chairs - \$.50
(Tables, chairs are included in room rental rate. Above costs are for special needs.)

The A/V Equipment Rental Fee structure directly parallels the Room Rental fee structure regarding Appendices A-D.

Security Officers: \$35.00 per hour

Audio-Visual Rentals:

Microphones, Mixer and Speaker System (per microphone)	\$10.00
Sound Podium with built-in speaker	\$20.00
Portable Public Address System includes battery pack	\$50.00
30½" Video Player/TV	\$30.00
Cassette Player or CD Player	\$10.00
Video Projector Ballroom	\$40.00
Standard Overhead Projector	\$25.00
35 mm Slide Projector with zoom lens	\$25.00
In-Focus Machine	\$100.00
Lap Top	\$100.00
Portable Tripod Screen 6' x 8'	\$10.00
Flip Charts & Markers	\$20.00
Audio-Visual Operator (per hour), 2 hour minimum	\$15.00

The Six Flags Ballroom is situated in a Dry Precinct in Williamson County. With prior approval, a *Bring Your Own Bottle* or an *open bar* format can be arranged as long as the alcoholic products are not sold or included in the dinner price.